

# GUIDE FOR EXCHANGE STUDENTS

ACADEMIC YEAR 2013-2014



**The Hague University of Applied Sciences**

International Office

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## INTRODUCTION

Thank you for showing interest in one of the programmes of The Hague University of Applied Sciences. Each year The Hague University of Applied Sciences welcomes more than 400 international exchange students in our English Bachelor programmes:

- **International Business and Management Studies (IBMS)**
- **European Studies (ES)**
- **Facility Management (FM)**
- **Marketing**
- **Academy of Social Profession (SPH/MWD)**
- **Nursing (HBO-V)**
- **Industrial Design Engineering (IDE)**
- **International and European Law (LAW)**
- **Process and Food Technology (PFT)**

We take great pleasure in receiving exchange students each semester. The International Office strives to make the administrative process as smooth and efficient as possible. However, a large part of our work depends on you. In order to officially become a student at our university as an exchange student, it is important that you follow the guidelines and instructions as provided in this guide and the appendices. Filling out and sending the required forms correctly will support a smooth and fast process.

If you have any questions about becoming an exchange student at The Hague University, do not hesitate to contact us. Please find our contact details below.

You can visit The Hague University of Applied Sciences by taking a virtual tour via:

<http://www.thehagueuniversity.com/about-us/campuses/eng-campuses-virtual-tour-main-campus>

Kind regards,

**Mrs. Marjo Bijman**

Staff member International Office



### **The Hague University of Applied Sciences**

International Office

*Visiting address;*

Johanna Westerdijkplein 75

2521 EN Den Haag

☎ +31 (0)70 445 8592

Email: [exchange@hhs.nl](mailto:exchange@hhs.nl)

**Postal address: The Hague University**

**In case you would like to use express mail (e.g. DHL);**

P.O. Box 13336  
2501 EH The Hague  
The Netherlands

*Stamkartplein 40  
2521 EP The Hague  
The Netherlands*

#### IMPORTANT NOTE:

With this guide we aim at providing comprehensive, up to date and correct information. Please note however that all information in this guide is subject to change, for instance due to (*but not limited to*) changes in the programmes and changes in rules and regulations.

## Chapter 1: GENERAL INFORMATION

### Introduction

Each semester The Hague University of Applied Sciences welcomes a large number of guest students. We take great pride in the fact so many students want to come to The Hague. Our institute is committed to doing its utmost to make this stay worthwhile for exchange students, both from an academic and from a personal perspective. This guide provides you with all the essential information. Please carefully follow all procedures set out in this guide and stick to the deadlines mentioned.

### Registration as an exchange student

To become an exchange student please register online: <http://www.thehagueuniversity.com/exchange-programmes/registration> or you can use the link: <http://webapps1.hhs.nl/public/esdaf/index.jsp> In this Registration Form you are asked to provide your relevant personal details, and information about your home university. In addition to this registration form, you will have to send the signed and stamped Subject Choice Form and other requested documents.

### Insurance

#### **General**

It is required by law to have a proper health insurance policy during your stay in the Netherlands. Therefore it is essential to make sure you are properly insured during your stay. Which health insurance is applicable to you, may depend on your nationality, age, nature of residence, and whether you have a job for instance. A proper health insurance for international students in the Netherlands should cover repatriation on medical grounds, urgent medical care and emergency hospital treatment to a minimum of € 30.000,-.

We also strongly recommend students taking out a liability insurance (Third Party Insurance). A liability insurance should at least cover approximately 1 million euro's. For more detailed information on requirements and insurances, please also check [www.nuffic.nl/international-students/how-to-prepare/insurance](http://www.nuffic.nl/international-students/how-to-prepare/insurance)

#### **Non EU/EEA-students**

The Hague University of Applied Sciences arranges a **compulsory** health insurance for international exchange students for whom we apply for an entry visa and/or residence permit (non EU/EEA-students). This insurance package covers medical expenses, as well as some other items (legal aid, accidents, liability, household goods). More information on this package can be found on: [www.ipsinsurance.info](http://www.ipsinsurance.info). The IPS health card will be issued to you during the Registration Days.

Some students from Canada and the US may be insured by their university against medical expenses during their exchange in The Netherlands on the basis of an agreement. Should this apply to you, and you do not wish an IPS health insurance, please indicate this clearly and add a copy of your valid insurance to your application documents. *Please note, in case a copy of a proper and valid health insurance is not submitted before the deadline (or alternatively, payment for an IPS insurance has not been received before the deadline), The Hague University cannot apply for your residence permit.*

#### **EU students**

We advise EU-students to check carefully whether their insurance policies (health, liability) provide adequate coverage.

Should you wish the Hague University of Applied Sciences to arrange an IPS health insurance and/or a liability insurance (Third Party Insurance) for you, please tick the relevant box on the online registration form. Please note however, we can only offer this service if payments have been received in the bank account of The Hague University of Applied Sciences before the payment deadline of 15 June 2013 for the first or both semesters, and before 30 November 2013 for the second semester. Otherwise no application will be made by The Hague University of Applied Sciences.

### **Jobs**

Working part-time alongside your studies as an international student in the Netherlands might be an interesting option for you. However, please note it is not easy for foreign students to find a job in the Netherlands. We advise you to calculate your budget without any income.

Also, please note, when working (part time) you are obliged by law to take part in the Dutch Basic Health Insurance scheme (*Basiszorgverzekering*). Since this insurance is more expensive than student insurance schemes such as IPS, please consider this carefully. More information concerning this issue can be found on the following website: [www.nuffic.nl/immigration/pdf/health-insurance06.pdf/](http://www.nuffic.nl/immigration/pdf/health-insurance06.pdf/)

We strongly advise you to abide by the rules, as labour authorities conduct inspections frequently.

### **Work permit**

Many foreign students will need a work permit in order to take up a part-time job. This depends on your nationality. Students from outside the EU/EEA and students from Bulgaria and Romania need a work permit and have two options if they want to work while studying:

- Maximum ten hours a week year-round or;
- Full-time during the months of June, July and August only.

The work permit can only be applied for by the employer. More information **in Dutch** can be found at [www.werk.nl](http://www.werk.nl)

### **Identification obligations**

In the Netherlands everyone is obliged to be able to identify themselves at all times. Therefore we advise you to keep your passport/ID card or residence permit with you at all times.

### **Living expenses**

Your daily expenses may include food, public transport, books, clothes, and cinema tickets. But you also need to take into account the costs for housing and insurance, and don't forget other costs of living abroad, such as phoning home. Experience has shown that students living and studying in the Netherlands for (at least) one year spend between € 800 and € 1100, - a month. For more information about living costs and other expenses we advise you to check this website of the Nuffic: <http://www.nuffic.nl/international-students/how-to-prepare/financing-your-stay>

### **More information**

If you are left with questions after reading the information, please feel free to contact us. We strongly advise you to do this via e-mail : [exchange@hhs.nl](mailto:exchange@hhs.nl). We will do our best to answer your email within three working days. Should you feel that you need to talk to someone, you can also contact us by phone at +31(070)4458592.

## **Important dates for the academic year 2013-2014**

### **First semester**

Start introduction period (compulsory for all students)	end of August 2013
Start classes first semester	2 September 2013
End of first semester	mid of January 2014

*Exact dates will be available from August 2013.*

### **Second semester**

Start introduction period (compulsory for all students)	end of January 2014
Start classes	3 February 2014
End of second semester	mid of July 2014

*Exact dates will be available from December 2013.*

*Please note: the study programmes will communicate the exact dates before the start of the programme, and provide information on the introduction programmes.*

### **School holidays**

Autumn leave	19 October 2013	till 27 October 2013
Christmas holidays	21 December 2013	till 5 January 2014
Spring holidays	15 February 2014	till 23 February 2014
Easter Monday	21 April 2014	
King's Day	28 April 2014	
May holidays	26 April 2014	till 5 May 2014
Ascension Day	29 May 2014	
Whit Monday	9 June 2014	
Summer holidays	19 July 2014	till 30 August 2014

*Please note: all above mentioned dates are provisional and maybe subject to change due to changes in rules and regulations.*

### **Pick-up service**

The Hague University will arrange a pick-up service for students who have applied for accommodation through DUWO, to guide them to their accommodation.

Please note that we can only offer this service from one of the major railway stations in The Hague called "Hollands Spoor". This service is run by students of The Hague University of applied Sciences, who will pick you up with your luggage and escort you to your accommodation. If you arrive during office hours, they will bring you to the DUWO office first, in order to sign your rental contract and to collect your keys.

Information about this pick-up service will be listed in the final information send out to you by e-mail about two/three weeks before your expected arrival.

Public transport in The Netherlands is well organised and The Hague can be easily reached from Amsterdam Airport, Rotterdam/The Hague Airport and the ferry ports.

## **Checklist of what to do and what to expect during the coming period:**

There are two important deadlines:

- **Application deadline (including immigration documents for non EU students):**  
31 May 2013 for the first semester or for both semesters 2013-2014  
15 November 2013 for the second semester 2013-2014
- **Payment deadline:**  
15 June 2013 for the first semester or for both semesters 2013-2014  
30 November 2013 for the second semester 2013-2014

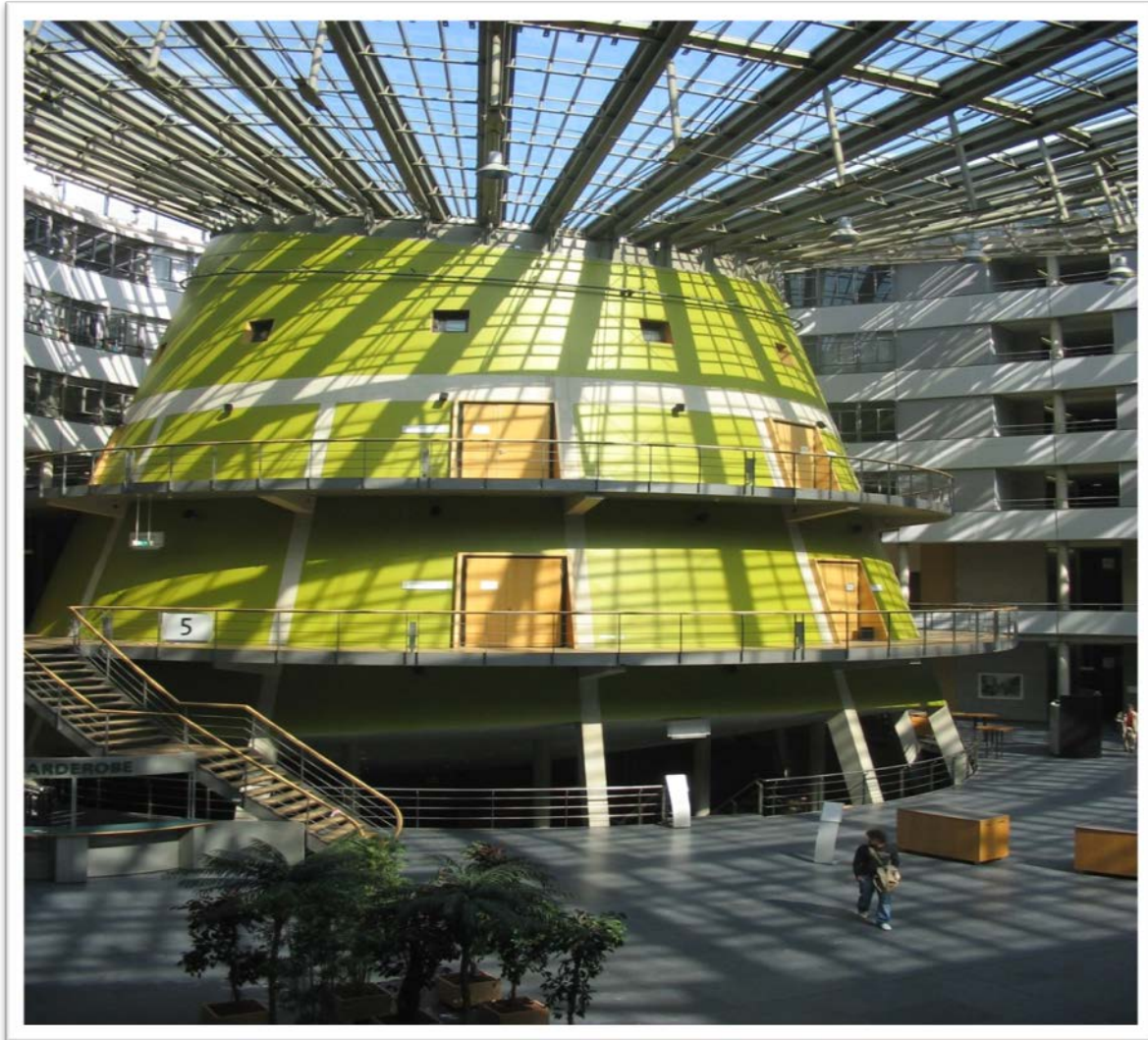
**Before either 31 May 2013 (for the first or both semesters) or 15 November 2013 (for the second semester) you need to do the following:**

- Send in the signed "Registration Form Exchange Students" and the "Subject Choice Form" and other required application documents
- Send in all documents regarding the application for an entry visa (MVV) and/or residence permit (VVR) (if applicable). For more information about the entry visa and residence permit please read Chapter 3.

**Before either 15 June 2013 (for the first or both semesters) or 30 November 2013 (for the second semester) you need to do the following:**

- Pay the correct amount of money into the bank account of The Hague University, more information can be found in Chapter 4.







## **Chapter 2: REGISTRATION INFORMATION**

To become an exchange student at The Hague University of Applied Sciences, you must fill out the online registration form, which can be found at <http://www.thehagueuniversity.nl/exchange-programmes/registration/>

### **Registration Form Exchange Students**

A completed and signed "Registration Form Exchange Students" is required to be accepted by The Hague University as an exchange student for one or two semesters. Special care should be given to the email address, because this will be the address The Hague University of Applied Sciences will use in its contacts with you after receipt of the Registration Form. Please send the signed registration form to us, together with the other requested documents.

Please note that if your exchange visit to The Hague University is still uncertain because of marks that are forthcoming, it may be advisable to register as an exchange student anyway. It is easier to opt out later and cancel your registration, than be late and miss the deadline. However, please take note of the conditions concerning cancellation.

### **Subject Choice Registration Form**

Our updated academic guides are sent to our partner institutions each year. It gives you time to have a look at all the subject descriptions available, and to discuss them with the person in charge of the International Office at your home institution.

Please note that your subject choice has to be approved by the sending institution. **Without the signature of the contact person and official stamp of the sending institution the subject choice form will not be processed.** You might need to change your pre-selected courses once you have arrived in The Hague, depending on timetable clashes or full classes.

**European Studies applicants** will receive their subject choice form by email after the International Office received their application documents.

**IBMS applicants** can find the subject choice form on our website: [www.thehagueuniversity.nl](http://www.thehagueuniversity.nl) and can send it together with the application documents.

**Other applicants** don't have to fill in a subject choice form.

### **Three clear copies of your valid passport**

The page with your personal details and your signature (in colour).

### **Insurance**

The Hague University of Applied Sciences arranges a compulsory IPS health insurance for international exchange students for whom we apply for an entry visa and/or residence permit (non EU/EEA-students).

Some students from Canada and the US may be insured by their university against medical expenses during their exchange in The Netherlands on the basis of an agreement. Should this apply to you, and you do not wish an IPS health insurance, please indicate this clearly and add a copy of your valid insurance to your application documents.

EU students may apply for health insurance and/or liability insurance by ticking the relevant box on the registration form. Please carefully read the section on insurance in Chapter 1, before doing so.

**Passport photos**

Two passport photos have to be sent meeting the Dutch requirements. Please carefully read the official requirements on the passport photo form (appendix 2).

**Immigration Documents (non EU/EEA students)**

Please check Chapter 3 on immigration.

**Letter of acceptance**

You will receive a letter of acceptance. This letter will state for which programme you are accepted, your student number, and an overview of documents we still need to receive from you.

## Chapter 3: IMMIGRATION PROCEDURES

### Staying in the Netherlands as a foreign student

The International Office of The Hague University of Applied Sciences strives to make the immigration procedures as smooth and efficient as possible. However, a large part of our work depends on you. Therefore it is essential we receive all relevant documents from you before the stated deadline.

Please note The Hague University acts only as an intermediary with the Dutch Immigration Service. It has no influence whatsoever neither on the outcome, nor on the duration of the process.

To guide you through the different procedures please have a look below to determine which procedure to follow.



**Do you have the EU/EER nationality ?**

**YES**

Please follow the procedure for **category 1** students mentioned in this guide on page 9

**NO**

**Do you come from Australia, Canada, Japan, Monaco, New Zealand, South Korea, the USA or the Vatican City ?**

**YES**

Please follow the procedure for **category 2** students mentioned in this guide on page 10

**NO**

**Do you come from another non-EU country than mentioned above ?**

**YES**

Please follow the procedure for **category 3** students mentioned in this guide on page 11

## Category 1

### **Prospective students from European Union countries, Iceland, Liechtenstein, Norway and Switzerland**

Nationals of EU/EEA states are not required by law to apply for a residence permit nor are they required to register with the Dutch immigration authorities.

#### **Application documents:**

Please send us the following documents before 31 May 2013 (deadline for first or both semesters) or 15 November 2013 (deadline second semester):

- the registration form for exchange students
- the subject choice form (signed and stamped by your university)
- three copies of your valid passport/identity card
- two passport photos

#### **Payment**

*Only if applicable, please read the section on insurance in Chapter 1.*

Please make sure to transfer the relevant amount to the bank account of The Hague University of Applied Sciences before 15 June 2013 (payment deadline for first or both semesters) or 30 November 2013 (payment deadline second semester):

- payment of IPS health insurance  
first semester **or** € 210,--  
first and second semester **or** € 450,--  
second semester **or** € 240,--
- payment of Third Party Insurance (liability) for one semester: € 16,--  
payment of Third Party Insurance for two semesters: € 32,--

#### **Bank details of The Hague University**

Account number : 14.55.45.563  
Name of account holder : Stichting HBO-Haaglanden  
Name of bank : Rabobank  
Address of bank : Bezuidenhoutseweg 5, 2594 AB Den Haag, the Netherlands  
Swift code of bank : RABO NL 2U  
Iban number of bank : NL80RABO 014.55.45.563

## Category 2 – REF

### **Prospective students from Australia, Canada, Japan, Monaco, New Zealand, South Korea, the USA and Vatican City**

You need a residence permit for the purpose of study which you cannot apply for yourself. The International Office of The Hague University of Applied Sciences has to apply for this permit on your behalf. Therefore, it is essential we receive all the required documents and payments before the deadlines.

#### **Application and immigration documents:**

In order for us to apply for your residence permit we need you to send us the documents mentioned below before 31 May 2013 (deadline for first or both semesters) or 15 November 2013 (deadline second semester). *Without these documents it is not possible for us to apply for your residence permit.*

- three clear copies of the page with your personal details and signature of your valid passport
- registration form for exchange students
- subject choice form (signed and stamped by your university)
- proof of sufficient financial means (*see appendix 1*)
- 2 recent passport pictures (*see appendix 2 for requirements*)
- IND passport picture form signed by you with a black pen (*appendix 2*)
  - *Please note that the signature has to be the same as the one in your (valid) passport.*
  - *Your passport picture should NOT be attached to the form; we will do this for you since we need to check if your passport picture meets all Dutch requirements*
- IND application and authorisation form - REF procedure (*appendix 3*)

For your convenience we have already ticked most of the applicable boxes on the authorisation form. We strongly advise you to read it carefully before you sign, since this is a legal document. *Should you have any question about this please contact us via [exchange@hhs.nl](mailto:exchange@hhs.nl)*

#### **Payment**

Please make sure to transfer the relevant amount to the bank account of The Hague University of Applied Sciences before 15 June 2013 (payment deadline for first or both semesters) or 30 November 2013 (payment deadline second semester).

- payment of IPS health insurance
  - first semester **or** € 210,--
  - first and second semester **or** € 440,--
  - second semester **or** € 240,--
- payment of Third Party Insurance for one semester: € 16,--
- payment of Third Party Insurance for two semesters: € 32,--
- fee residence permit € 300,--

#### **Bank details of The Hague University**

Account number : 14.55.45.563  
Name of account holder : Stichting HBO-Haaglanden  
Name of bank : Rabobank  
Address of bank : Bezuidenhoutseweg 5, 2594 AB Den Haag, the Netherlands  
Swift code of bank : RABO NL 2U  
Iban number of bank : NL80RABO 014.55.45.563



**Important:**

Please note that students who need a residence permit without an entry visa can travel to the Netherlands and will receive their residence permit in The Hague. You will be informed by the International Office when and where you can collect your residence permit at the registration day. The International Office will also make an appointment with the local health authorities for South Korean students because this is a part of the residence permit application.

**Cancellation:**

Should you have indicated you want us to arrange your immigration documents and you cancel your application, the costs paid on your behalf will be charged.



## Category 3

### **Prospective students from all other NON-European Union countries other than the ones mentioned under category 2 need the following to study in the Netherlands**

You need an entry visa and residence permit for the purpose of study which you cannot apply for yourself. The International Office of The Hague University of Applied Sciences has to apply for this permit on your behalf. Therefore, it is essential we receive all the required documents and payments before the deadlines.

#### **Application and immigration documents:**

In order for us to apply for your visa and residence permit we need you to send us the documents mentioned below before 31 May 2013 (deadline for first or both semesters) or 15 November 2013 (deadline second semester). *Without these documents it is not possible for us to apply for your visa and residence permit.*

- registration form for exchange students
- three clear copies of the page with your personal details and your signature of your valid passport
- subject choice form (signed and stamped by your university)
- proof of sufficient financial means (*see appendix 1*)
- 2 recent passport pictures (*see appendix 2 for requirements*)
- IND passport picture form signed by you with a black pen (*appendix 2*)
  - Please note that the signature has to be the same as the one in your (valid) passport.
  - Your passport picture should NOT be attached to the form; we will do this for you since we need to check if your passport picture meets all Dutch requirements
- IND application and authorisation form TEV procedure (*appendix 4*)
- For Chinese students only: original NUFFIC certificate. *You can apply via:*  
<http://www.nuffic.nl/international-students/how-to-prepare/visas-and-permits/long-stay-visa/nuffic-certificate-for-chinese-students/nuffic-certificate-for-chinese-students>

#### **Payment**

Please make sure to transfer the relevant amount to the bank account of The Hague University of Applied Sciences before 15 June 2012 (payment deadline for first or both semesters) or 30 November 2012 (payment deadline second semester):

- payment of IPS health insurance
  - first semester **or** € 210,--
  - first and second semester **or** € 450,--
  - second semester **or** € 240,--
- payment of Third Party Insurance for one semester: € 16,--
- payment of Third Party Insurance for two semesters: € 32,--
- fee entry visa and residence permit € 300,--

#### **Bank details of The Hague University**

Account number : 14.55.45.563  
Name of account holder : Stichting HBO-Haaglanden  
Name of bank : Rabobank  
Address of bank : Bezuidenhoutseweg 5, 2594 AB Den Haag, the Netherlands  
Swift code of bank : RABO NL 2U  
Iban number of bank : NL80RABO 014.55.45.563

### **Cancellation:**

Should you have indicated that you want us to arrange your immigration documents and you cancel your application, the costs paid on your behalf will be charged.

### **Collecting your entry visa (MVV):**

A few weeks before your departure to the Netherlands, the Dutch Embassy will contact you and inform you how to collect your entry visa. As soon as The Hague University of Applied Sciences receives the visa approval from the IND, the International Office will inform also you by e-mail.

Please check beforehand which documents you need to submit to the Embassy and prepare them. Each Embassy has its own requirements concerning the documents you should bring. Therefore it *might* be possible that you will receive a letter from the Embassy requesting additional documents. We advise you to check carefully what you should bring to the Embassy when collecting your entry visa. If the Embassy approves all your papers a visa sticker will be put in your passport.

**We strongly advise you not to book a ticket before you are given an entry visa.**

Please note that the International Office of The Hague University of Applied Sciences only acts as an intermediary with the Immigration Service. We have no influence whatsoever on the outcome nor the duration of the procedure.

### **After arrival in the Netherlands:**

The visa sticker in your passport states you should report to the alien's police within three days after arrival in the Netherlands in order to start the residence permit procedure. **Please do not pay attention to this!** We have made special arrangements with local authorities that enable us to start the procedure for you. You do have to visit the local health authorities, for a tuberculosis check. The International Office will organize an official registration day together with the Immigration Office and the local Health Authority. You are expected to join this official registration and you will be informed about this during our registration days.

### **Extension of your VVR/Residence permit**

If you decide to stay for another semester you will need to extend your residence permit. The fee for an extension of your residence permit is €150,- for non EU/EEA students. Make sure your passport is valid for at least 2 months after your departure from the Netherlands.

## Chapter 4: FEES AND COSTS

### Payment deadline

The payment deadline for students who need an entry visa and/or a residence permit is 15 June 2013 for the first or both semesters and 30 November 2013 for the second semester. Please note, should The Hague University of Applied Sciences not have received your payment by this deadline, we cannot apply for your entry visa, residence permit, or insurance (as applicable).

### Immigration fees

To find out your category, please turn to chapter 3 immigration procedures

Category 2 students Fee residence permit	€ 300,--
Category 3 students Fee entry visa and residence permit	€ 300,--



### Insurance

IPS including Third Party Insurance first semester <b>or</b>	€ 210,--
first and second semester <b>or</b>	€ 450,--
second semester <b>or</b>	€ 240,--
Third Party Insurance for one semester <b>or</b>	€ 16,--
for two semesters	€ 32,--

*Please note all the amounts mentioned above are subject to change.*

### Cancellation

Cancellation of your exchange period has to be done in writing and has to be sent to [exchange@hhs.nl](mailto:exchange@hhs.nl) mentioning your student number and the reason for cancellation. In case of cancellation up to four weeks before the start of the semester, The Hague University will reimburse 100% of the transferred sum minus actual costs and € 15 transfer fee. Please note the fee for the third party insurance will not be refunded. Should you have indicated that you want us to arrange your immigration documents and you cancel your application, the costs paid on your behalf will be charged.

Please note cancellation of DUWO accommodation has to be done separately and different fees and rules apply. Please read Chapter 5 on accommodation, as well as the general conditions on the DUWO webpage carefully: [www.duwo.nl](http://www.duwo.nl)

### **Bank details of The Hague University**

Account number	: 14.55.45.563
Name of account holder	: Stichting HBO-Haaglanden
Name of bank	: Rabobank
Address of bank	: Bezuidenhoutseweg 5, 2594 AB Den Haag, the Netherlands
Swift code of bank	: RABO NL 2U
Iban number of bank	: NL80RABO 014.55.45.563

## Chapter 5: ACCOMMODATION INFORMATION

DUWO Short Stay Housing and The Hague University of Applied Sciences cooperate to arrange accommodation for international students. DUWO has reserved around 400 furnished rooms and apartments for international students of The Hague University of Applied Sciences.

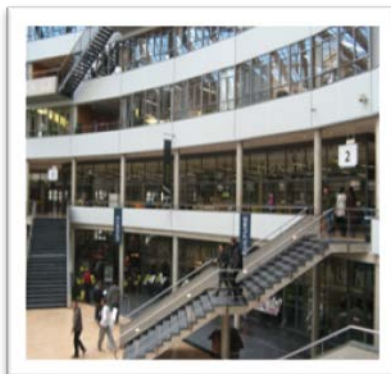
This reserved accommodation is only available for all newly arriving international students starting in the first year of one of our Bachelor or Master programmes, in our **Exchange programmes**, or our prep course. Short Stay housing is available for a maximum of one year.

More information about the accommodation that is offered via DUWO Short Stay Housing can be found on the website [www.duwo.nl](http://www.duwo.nl) under Short Stay Housing. Here you find instructions on how to register on DUWO's website and how to reserve accommodation. Please read the instructions carefully.

Registering correctly is your own responsibility. If your registration is not correct, you will NOT be able to reserve accommodation. Also read the General Conditions on DUWO's website carefully to be informed about the rules and regulations.

It is also possible to find your own accommodation on the private market. For more information about renting a room in The Hague, you could visit <http://ikzithier.nl/en/1>.

Please note, in the Netherlands it is required to be registered at the local authorities. You need to make sure that you are legally allowed to live at your new Dutch address.





## Appendix 1: FINANCING STUDY AND STAY

In order to apply for an entry visa and/or residence permit, the Dutch Immigration Services (IND) require proof that you have sufficient funds to support yourself for the period of your stay. For this purpose, you can use one of the three options below, or a combination of the three.

Students staying for half a year (one semester) must show proof of : € 825 x 6.5 = € 5.362,50  
Students staying for a full year (two semesters) must show proof of : € 825 x 12 = € 9.900,-

### Option 1 - Financial means in your own bank account

Original bank statement held jointly or solely in your name showing the balance of at least € 5.362,50 / €9.900,- at your disposal. *This statement needs to be original with a signature and stamp of the bank* and must be in English or German or French, or accompanied by a certified translation in one of these languages.

The bank statement should **not be issued earlier than 1 May 2013**, (semester 1 or both semesters) **or 1 October 2013** (semester 2). In some cases, you may be requested by the Immigration Service to submit a more recent statement.

#### Example of bank statement:

<b>Logo and address of bank</b>	
Date: (please see above)	
<b>TO WHOM IT MAY CONCERN</b>	
We would like to inform you that <u>name of student</u> is a customer of our bank: <u>name of bank</u> .	
Please be informed that <u>name of student</u> maintains below detailed account in the books of our <u>name of bank</u> and that he/she can freely withdraw from this account.	
Account type	: <u>e.g. foreign currency account or checking account or savings account</u>
Account number	: .....
Balance	: <u>for one semester a minimum of € 5.362,50</u> or <u>for two semesters a minimum of € 9.900,-</u>
<u>Name of bank officer</u>	<u>Signature of bank officer</u>

## **Option 2 – Proof of grant/scholarship**

An official (original) letter as proof of a grant/scholarship, at least including:

- your full name
- name of the company/organization paying the scholarship
- name of the company/organization granting the scholarship
- start and end date (dd-mm-yyyy) of your scholarship
- the monthly amount that will be awarded to you

## **Option 3 - Transfer financial means to the account of The Hague University**

You (or a sponsor such as your parents, a friend, etc.) can transfer the full funds into the bank account of the International Office:

One semester : € 825,- x 6.5 = € 5362,50

Full year : € 825,- x 12 = € 9.900,-

We will attach our bank statement to the visa/residence permit application as proof of sufficient financial means. You need to make sure you mention your full name and student number as a reference, otherwise we will not be able to track the payment. This entire sum must be transferred to the International Office before 15 June 2013 (first semester or both semesters) or 30 November 2013 (second semester).

The International Office will contact you to arrange the refund of this amount after your arrival in The Netherlands.

### **Bank details of The Hague University**

Account number	14.55.45.563
Name of account holder	Stichting HBO-Haaglanden
Name of Bank	Rabobank
Address of the bank	Bezuidenhoutseweg 5 2594 AB Den Haag the Netherlands
Swift code bank	RABO NL 2U
IBAN number	NL80RABO 0145545563



## Appendix 2 – IND Passport picture form

<b>Student number</b>	
<b>Full name (as stated in passport)</b>	
<b>Date of birth</b>	- - (dd/mm/yyyy)
<b>Nationality</b>	

**V-number** \_\_\_\_\_ (This will be filled by the immigration office)

### Regulations concerning the photo:

- The photo should be in full colour, no older than 6 months and not been used before. Your photo should meet the requirements of the Dutch passport regulations. *It is therefore best if your photo has been made by an acknowledged photographer. If your photo does not meet the requirements of Dutch passport regulations the residence card cannot be made. Therefore it is of great importance to send the correct type of photo*
- Coloured backgrounds such as red or blue will **NOT** be accepted!

\* The passport photo must be 35 by 45 mm (width x height)

- |   |   |
|---|---|
| - Width: from ear to ear, between <b>16 mm</b> and <b>20 mm</b> . | - Height: from chin to crown, between 19 - 30 mm.       |
| - Undamaged (no staples)  | - Not a reproduction (copy)                             |
| - In colour   | - Not manipulated                                       |
| - A true likeness   | - Printed on high-quality, smooth photo paper           |
| - Natural representation with mouth closed!                       | - Minimum 400 dpi resolution                            |
| - In focus, sufficient contrast, discernible fine facial features | - Background colour must be light blue, grey or white ! |

### How to use this Photo card:

1. Attach your photo to the form **with a paperclip** with the background facing forward to avoid damage to the picture.
2. The photo you attach will be placed on your residence permit card.
3. Place your signature inside the box in the left hand corner below.

➔ **Always use a black pen and make sure the signature is the same as in your passport.**

**Signature (within the box)**

**Picture**

**Appendix 3 – Category 2 students**

**Application for a residence permit without a provisional residence permit for the purpose of study (*Part to be completed by student*)**

**REF Deel B**

<b>To be signed by applicant</b>			
<p>I hereby apply for a first residence permit for the maximum period of validity, for myself. I have completed this form truthfully. I am aware that the personal details provided will be processed pursuant to the Aliens Act 2000 and will be passed on to the authorities that require this information to implement this Act. I will immediately notify the IND of any changes in the situation that relate to the right of residence. I grant permission to the educational institution mentioned in box 1 to notify the IND in case I am no longer studying there. Hereby I give my power of attorney to the institution mentioned here below to take the necessary actions in this procedure.</p> <p>My institute is submitting this application on my behalf based on the covenant between the institute and the IND. The institute will pay the fee with an automatic bank transfer.</p>			
Name			
V-number	<i>to be filled by the IND</i>	File number	<i>to be filled by the IND</i>
Town/city			
Date			
Signature			
I submit this form and			(number) appendices
<b>Declaration of awareness study</b>			
<p><b>X I declare that I am aware of the fact that:</b></p> <ul style="list-style-type: none"> <li>– my stay in the Netherlands is permitted only for the purpose of study as indicated by the educational institute;</li> <li>– I will have to leave the Netherlands after completion or premature termination of my study, unless I change the purpose of stay;</li> <li>– The maximum period of stay for a preparatory course is one year; this period can not be extended; I can only stay after a preparatory period if I change the purpose of stay to 'higher education';</li> <li>– The stay for higher education is permitted for a period of one year and an application for an extension of this period must be submitted to the Immigration and Naturalisation Service no later than the day on which this period expires;</li> <li>– my residence permit may be revoked, or its extension may be refused, upon completion or premature termination of the study, or in the case of a poor commitment to my studies that has resulted in my taking a disproportionately long time to complete these studies and I will have to leave the Netherlands.</li> </ul>			
<b>Declaration (Criminal record)</b>			
Indicate below which situation(s) applies to you			

**X I declare that:**

I have never had a prison sentence or a custodial measure imposed on me in respect of any crime;

I have never been ordered to carry out community service in respect of any crime;

I have never been ordered to pay an unconditional fine in respect of any crime;

I have never accepted a transaction proposition in respect of any crime;

I am presently not subject to prosecution in respect of any crime;

- I have never been responsible for one of the following categories of actions referred to in Article 1F of the 1951 Geneva Convention on Refugees: crimes against peace, war crimes, crimes against humanity, serious non-political crimes (such as murder or terrorism), or any actions that contravene the objectives and principles of the United Nations (such as terrorist acts); and
- I am aware that a conviction for having committed a crime can lead to a refusal or termination of my residence entitlement

I am unable to declare the above for the following reasons:

**Failure to complete this antecedents declaration truthfully may have consequences with regard to your right of stay**



## Tuberculose / Tuberculosis

Om een verblijfsvergunning te verkrijgen, moet u (of de persoon die u vertegenwoordigt) bereid zijn een onderzoek naar en - indien nodig - behandeling van tuberculose (TBC) te ondergaan. Wanneer u samen met uw aanvraag de ingevulde intentieverklaring TBC-onderzoek bij de IND indient (en u ook aan alle overige voorwaarden voldoet), verleent de IND u zo snel als mogelijk een verblijfsvergunning. U krijgt deze vergunning onder de nadrukkelijke voorwaarde dat u ook daadwerkelijk binnen drie maanden een TBC-onderzoek ondergaat. Mocht na afgifte van een verblijfsvergunning blijken dat u - ondanks ondertekening van de intentieverklaring - niet binnen de termijn van drie maanden een TBC-onderzoek heeft ondergaan, zal dit tot intrekking van de verleende vergunning kunnen leiden. Lever de ingevulde en ondertekende Intentieverklaring mee met uw aanvraag voordat u een afspraak maakt bij de Gemeenschappelijke Gezondheidsdienst (GGD). Door het ondertekenen van deze verklaring verklaart u bereid te zijn een onderzoek naar en zo nodig behandeling van Tuberculose te ondergaan. Bij deze afspraak moet u het verwijzingsformulier zo volledig mogelijk ingevuld (deel A) meenemen.

*In order to obtain a residence permit, you (or the person whom you represent) must be prepared to undergo a tuberculosis examination and, if necessary, treatment for tuberculosis. If you submit this Declaration of Intent for a Tuberculosis Examination to the Immigration and Naturalisation Service (IND) together with your application (and if you also meet all other conditions), the Immigration and Naturalisation Service (IND) will grant you a residence permit as soon as possible. You will be granted this permit on the specific condition that you actually undergo a tuberculosis examination within three months. Failure on your part – despite your signing of this Declaration of Intent – to undergo a tuberculosis examination within the three-month period following the issuance of a residence permit may result in cancellation of the granted permit. Submit the completed and signed Declaration of Intent together with your application before you make an appointment with the Municipal Health Service (GGD). By signing this declaration, you declare that you are prepared to undergo a tuberculosis examination and, if necessary, treatment for tuberculosis. You must bring the Tuberculosis Examination Referral Form, completed as much as possible (Section A), to the appointment with the Municipal Health Service (GGD).*

De verplichting voor het onderzoek geldt niet als u de nationaliteit hebt van één van de volgende landen: één van de lidstaten van de EU of de EER, Australië, Canada, Israël, Japan, Monaco, Nieuw-Zeeland, Suriname, Verenigde Staten van Amerika en Zwitserland (incl. Liechtenstein). De verplichting voor het onderzoek geldt ook niet als u in het bezit bent van een geldige verblijfsvergunning voor een EER-land, een EU-land of Zwitserland, of een EG-verblijfsvergunning hebt voor langdurig ingezetenen afgegeven door een ander EU-land of zijn/haar gezinslid bent en in een ander EU-land reeds als gezinslid van de langdurig ingezetene bent toegelaten.

*The examination requirement does not apply to citizens of the following countries: EU or EEA Member States, Australia, Canada, Israel, Japan, Monaco, New Zealand, Surinam, the United States of America, and Switzerland (including Liechtenstein). The examination requirement also does not apply to holders of a valid residence permit for an EEA Member State, an EU Member State or Switzerland, or if you hold an EG residence permit for long-term residents issued by another EU Member State or if you are a family member of a long-term resident and you have already been admitted to another EU Member State as a family member of such long-term resident.*

<input checked="" type="checkbox"/>	<b>I hereby declare that I am prepared to cooperate in the tuberculosis examination and, if necessary, to undergo treatment for tuberculosis.</b>
<input type="checkbox"/>	I do not need a tuberculosis examination as I am a national of one of the following countries: Australia, Canada, Israel, Japan, Monaco, New Zealand, Surinam, Switzerland, United States of America or a country of the EU/EEA.
<input type="checkbox"/>	I do not need a tuberculosis examination as I am in possession of a valid residence permit as a (family member of a) long-term resident for an EU/EEA country or Switzerland.
<input type="checkbox"/>	I am aware of my obligation to undergo a tuberculosis examination within three months after the date on which the application for a residence permit was filed.
Failure on my part to comply with this requirement will have consequences for my right to stay in the Netherlands.	

## Appendix 4 – Category 3 students Regular Residence Permit Application

(Part to be completed by student)

**TEV Deel B**

### To be signed by applicant

I herewith apply for a residence permit for the maximum period of validity for myself. I have completed this form truthfully. I am aware that the personal details provided will be processed pursuant to the Aliens Act 2000 and will be passed on to the authorities that require this information to implement this Act. I will immediately notify the IND of any changes in the situation that relate to the right of residence. I grant permission to the educational institution mentioned in box 2 to notify the IND in case I am no longer studying there. Hereby I give my power of attorney to the institution mentioned here below to take the further necessary legal actions. *My institute is submitting this application on my behalf based on the covenant between the institute and the IND. The institute will pay the fee with an automatic bank transfer.*

Name			
V-number	to be filled by the IND	File number	to be filled by the IND
Town/city			
Date			
Signature			
I submit this form and			(number) appendices

### Declaration of awareness study

**X I declare that I am aware of the fact that:**

- my stay in the Netherlands is permitted only for the purpose of study as indicated by the educational institute;
- I will have to leave the Netherlands after completion or premature termination of my study, unless I change the purpose of stay;
- The maximum period of stay for a preparatory course is one year; this period can not be extended; I can only stay after a preparatory period if I change the purpose of stay to 'higher education';
- The stay for higher education is permitted for a period of one year and an application for an extension of this period must be submitted to the Immigration and Naturalisation Service no later than the day on which this period expires;
- my residence permit may be revoked, or its extension may be refused, upon completion or premature termination of the study, or in the case of a poor commitment to my studies that has resulted in my taking a disproportionately long time to complete these studies and I will have to leave the Netherlands.

## Declaration of circumstances

Please indicate below what situation(s) applies/apply to you (the applicant) since the issue of your MVV. This concerns changes that may affect your right of residence. Please enclose the requested documentary evidence with your application

**Since the issue of my current provisional residence permit (MVV) there have been no changes to the facts or circumstances that affect the right of residence**

The family situation with regard to myself or the person who supports me financially (my sponsor) has changed, namely:

Marriage/registered partnership.  
> Enclose a copy of the marriage certificate/deed of registered partnership

New relationship.  
> Enclose documentary evidence or declarations

Dissolution of marriage/end of relationship.  
> Enclose documentary evidence or declarations

Birth of a child.  
> Enclose a copy of the birth certificate

Death of a person.  
> Enclose a declaration (death certificate)

The income situation with regard to myself or to the person in the Netherlands who supports me financially (my sponsor) has changed. > Enclose the documents referred to in Appendix Proof of Income (*appendix of the form 'Aanvraag verblijfsvergunning met MVV'*, to be downloaded via [www.ind.nl](http://www.ind.nl))

Other, namely

Always enclose declarations and documentary evidence. You must always notify the IND immediately of any changes to your personal situation or to the situation of your sponsor and which affect your right of residence.

## Declaration (Criminal record)

Indicate below which situation(s) applies to you

**I declare that:**

- I have never had a prison sentence or a custodial measure imposed on me in respect of any crime;
- I have never been ordered to carry out community service in respect of any crime;
- I have never been ordered to pay an unconditional fine in respect of any crime;
- I have never accepted a transaction proposition in respect of any crime;
- I am presently not subject to prosecution in respect of any crime;
- I have never been responsible for one of the following categories of actions referred to in Article 1F of the 1951 Geneva Convention on Refugees: crimes against peace, war crimes, crimes against humanity, serious non-political crimes (such as murder or terrorism), or any actions that contravene the objectives and principles of the United Nations (such as terrorist acts); and
- I am aware that a conviction for having committed a crime can lead to a refusal or termination of my residence entitlement

I am unable to declare the above for the following reasons:

Failure to complete this antecedents declaration truthfully may have consequences with regard to your right of stay

## Tuberculose / Tuberculosis

Om een verblijfsvergunning te verkrijgen, moet u (of de persoon die u vertegenwoordigt) bereid zijn een onderzoek naar en - indien nodig - behandeling van tuberculose (TBC) te ondergaan. Wanneer u samen met uw aanvraag de ingevulde intentieverklaring TBC-onderzoek bij de IND indient (en u ook aan alle overige voorwaarden voldoet), verleent de IND u zo snel als mogelijk een verblijfsvergunning. U krijgt deze vergunning onder de nadrukkelijke voorwaarde dat u ook daadwerkelijk binnen drie maanden een TBC-onderzoek ondergaat. Mocht na afgifte van een verblijfsvergunning blijken dat u - ondanks ondertekening van de intentieverklaring - niet binnen de termijn van drie maanden een TBC-onderzoek heeft ondergaan, zal dit tot intrekking van de verleende vergunning kunnen leiden.

Lever de ingevulde en ondertekende Intentieverklaring mee met uw aanvraag voordat u een afspraak maakt bij de Gemeenschappelijke Gezondheidsdienst (GGD). Door het ondertekenen van deze verklaring verklaart u bereid te zijn een onderzoek naar en zo nodig behandeling van Tuberculose te ondergaan. Bij deze afspraak moet u het verwijzingsformulier zo volledig mogelijk ingevuld (deel A) meenemen.

*In order to obtain a residence permit, you (or the person whom you represent) must be prepared to undergo a tuberculosis examination and, if necessary, treatment for tuberculosis. If you submit this Declaration of Intent for a Tuberculosis Examination to the Immigration and Naturalisation Service (IND) together with your application (and if you also meet all other conditions), the Immigration and Naturalisation Service (IND) will grant you a residence permit as soon as possible. You will be granted this permit on the specific condition that you actually undergo a tuberculosis examination within three months. Failure on your part – despite your signing of this Declaration of Intent – to undergo a tuberculosis examination within the three-month period following the issuance of a residence permit may result in cancellation of the granted permit.*

*Submit the completed and signed Declaration of Intent together with your application before you make an appointment with the Municipal Health Service (GGD). By signing this declaration, you declare that you are prepared to undergo a tuberculosis examination and, if necessary, treatment for tuberculosis. You must bring the Tuberculosis Examination Referral Form, completed as much as possible (Section A), to the appointment with the Municipal Health Service (GGD).*

De verplichting voor het onderzoek geldt niet als u de nationaliteit hebt van één van de volgende landen: één van de lidstaten van de EU of de EER, Australië, Canada, Israël, Japan, Monaco, Nieuw-Zeeland, Suriname, Verenigde Staten van Amerika en Zwitserland (incl. Liechtenstein). De verplichting voor het onderzoek geldt ook niet als u in het bezit bent van een geldige verblijfsvergunning voor een EER-land, een EU-land of Zwitserland, of een EG-verblijfsvergunning hebt voor langdurig ingezetenen afgegeven door een ander EU-land of zijn/haar gezinslid bent en in een ander EU-land reeds als gezinslid van de langdurig ingezetene bent toegelaten.

*The examination requirement does not apply to citizens of the following countries: EU or EEA Member States, Australia, Canada, Israel, Japan, Monaco, New Zealand, Surinam, the United States of America, and Switzerland (including Liechtenstein). The examination requirement also does not apply to holders of a valid residence permit for an EEA Member State, an EU Member State or Switzerland, or if you hold an EG residence permit for long-term residents issued by another EU Member State or if you are a family member of a long-term resident and you have already been admitted to another EU Member State as a family member of such long-term resident.*

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | I hereby declare that I am prepared to cooperate in the tuberculosis examination and, if necessary, to undergo treatment for tuberculosis.   |
| <input type="checkbox"/>            | I do not need a tuberculosis examination as I am a national of one of the following countries: Australia, Canada, Israel, Japan, Monaco, New Zealand, Surinam, Switzerland, United States of America or a country of the EU/EEA. |
| <input type="checkbox"/>            | I do not need a tuberculosis examination as I am in possession of a valid residence permit as a (family member of a) long-term resident for an EU/EEA country or Switzerland.  |
| <input checked="" type="checkbox"/> | I am aware of my obligation to undergo a tuberculosis examination within three months after the date on which the application for a residence permit was filed.  |

Failure on my part to comply with this requirement will have consequences for my right to stay in the Netherlands.

## Appendix 5 – Frequently Asked Questions

### I am an international student. What exchange programmes do you offer?

You can apply for the following exchange programmes:

- International Business and Management Studies (IBMS)
- European Studies (ES)
- Marketing
- Academy of Social Profession (SPH/MWD)
- Nursing (HBO-V)
- Industrial Design Engineering (IDE)
- International and European Law (LAW)
- Process and Food Technology (PFT)

### How do I apply?

If you want to become an exchange student you have to register online:

<http://www.thehagueuniversity.com/exchange-programmes/registration> or you can use the link:  
<http://webapps1.hhs.nl/public/esdaf/index.jsp>

### What documents do I need to supply with my application?

- On line registration form for exchange students
- The subject choice form (signed and stamped by your university)
- Three copies of your valid passport
- Two recent passport pictures

Students who need a residence permit and/or entry visa also have to add:

- IND passport picture form
- IND application and authorization form
- Proof of financial means

### When should I apply?

The application deadlines are:

- 31 May for the first semester or both semesters
- 15 November for the second semester

### When will I know I have been admitted?

The International Office of The Hague University will send you a letter of acceptance after the receiving the complete application documents. This letter will state for which programme you are accepted and your student number.

### How can I find out more about student visas?

- If you have the EU/EEA nationality: no visa is needed.
- If you come from Australia, Canada, Japan, Monaco, New Zealand, South Korea, the USA or the Vatican City: you need a residence permit
- If you come from another non-EU country than mentioned above: you need an entry visa and a residence permit.

In Chapter 3 of the guide for exchange students you can find information about the immigration procedures.



### **What is the fee for a student visa?**

- If you come from Australia, Canada, Japan, Monaco, New Zealand, South Korea, the USA or the Vatican City: you need a residence permit which costs € 300,--
- If you come from another non-EU country than mentioned above: you need an entry visa and a residence permit which cost in total € 300,--.

### **Where can I find information about housing and accommodation?**

Information about the accommodation that is offered via DUWO Short Stay Housing can be found on the website [www.duwo.nl](http://www.duwo.nl) under Short Stay Housing. Accommodation offered on the private market can be found on <http://ikzithier.nl/en/1>

### **What are the English language requirements?**

The home institution will ensure that the students they send are sufficiently proficient in English i.e. the equivalent of IELTS 6.0

### **What are the deadlines for application?**

The application deadlines are:

- 31 May for the first semester or both semesters
- 15 November for the second semester

### **How do I open a bank account?**

In order to open a bank account in the Netherlands you first need to register as a citizen in the city where you live. After the registration you will receive a confirmation with the BSN number, also known as the "*burgerservicenummer*" mentioned on the confirmation. With this BSN number and your valid passport you can open a bank account with any Dutch bank.

### **What is a TPI-insurance?**

A Third Party Insurance is a liability insurance. For more information check: [www.nuffic.nl/international-students/how-to-prepare/insurance](http://www.nuffic.nl/international-students/how-to-prepare/insurance)

### **I have a disability, is there support available for me?**

Students with limited functionality or a chronic illness can contact the student counselor. This student counselor can provide advice about provisions and facilities such as extended time for exams, different types of testing, material resources etc. Also the student counselor can provide information about legal provisions and he will provide personal guidance during your studies.

### **When can I receive arrival information?**

Final arrival information and information about the introduction period/start of the study programme will be sent to you for the first or both semesters in July and for the second semester in December.

### **How do I get my student ID card?**

The exchange student receives his student ID card during the registration day from the International Office during the introduction period.

### **What are the living expenses in The Hague?**

Your daily expenses may include food, public transport, books, clothes etc. But you also need to take into account the costs for housing, insurance and phone. Experience has shown that students living and studying in the Netherlands spend between € 800,-- and € 1100,-- a month. For more information about living costs and other expenses we advise you to check the website of the Nuffic: <http://www.nuffic.nl/international-students/how-to-prepare/financing-your-stay>

### **What student clubs can I join at THU?**

Interaccess is an organization for and by international students of The Hague. Interaccess organizes activities for all international students such as guest speakers, discussions, festivals, trips etc. Interaccess will show you the way in The Hague and improves the social life of the international student. For more information: [info@inter-access.nl](mailto:info@inter-access.nl)

Pallas Athene is a student organization in The Hague. Pallas Athene even has its own social club, Societeit Parthenon, which is open two evenings a week. It organizes various activities including sports, meals, society evenings, galas and lots of parties. For more information: [www.pallas-athene.nl](http://www.pallas-athene.nl)

Alpha Den Haag is a Christian organization which offers cabaret, parties and social events, as well as weekly bible studies. It has a committee for international students and is open to non-Christians. For more information: [www.aphadenhaag.nl](http://www.aphadenhaag.nl)

### **What sport clubs are available at THU?**

The Hague University has the Bureau Hogeschool Sport which offers a wide range of sports activities in its sports and fitness hall.

### **Is there a doctor available on campus?**

You can choose your GP (General Practitioner) yourself, however the Health Centre **Calandria** can help you find a GP who is close to you so you won't have to travel far in the event that you are ill or if the doctor must come to you.

At walking distance from The Hague University the Health Centre Calandria is located. For more information please visit: [www.gezondheidscentrumcalandria.nl](http://www.gezondheidscentrumcalandria.nl)

### **Is The Hague a safe place to study in?**

The Hague is a safe city still there are certain risks. The Hague works together with emergency services and companies to anticipate to incidents.

### **What are the tuition fees?**

As an exchange student no tuition fee is charged.

### **Does THU financial aid/scholarships for exchange students?**

The Hague University offers no aid/scholarships for exchange students.

### **Is it possible to work?**

Students from outside the EU/EEA are only allowed to work when they have a work permit. It is not possible to apply for this yourself, your employer needs to apply for this.

The students have two options if they want to work while studying

- Maximum ten hours a week year-round or
- Full time during the months of June, July and August only.

### **What are the dates for the introduction?**

The exact dates will be communicated by the study programme a few weeks before the start of the introduction. As a rule you can assume that the introduction for the first semester starts at the end of August and for the second semester at the end of January.

### **What are the starting and ending dates of the programme?**

The exact dates will be communicated by the study programme a few weeks before the start of the study programme. As a rule you can assume that the start for the first semester is in the first week of September and for the second semester the first week of February.

### **What are the dates for school holidays?**

Autumn leave	October 19, 2013	till October 27, 2013
Christmas holidays	December 21, 2013	till January 5, 2014
Spring holidays	February 15, 2014	till February 23, 2014
Easter weekend	April 20 + 21 2014	
King's day	April 28, 2014	
May holidays	April 26, 2014	till May 5, 2014
Ascension day	May 29, 2014	
Whit Monday	June 9, 2014	
Summer holidays	July 19, 2014	till August 30, 2014

*Please note: above mentioned dates are provisional*

### **If a subject is not offered in my main exchange programme can I study this at another programme?**

It is possible to study one or two subjects from another study programme unless this does not clash with the schedules of your main programme.

### **Is it possible to study another programme instead of the programme with which my university has a bilateral agreement?**

No.

### **I am selected to go on exchange to The Hague University but I cannot apply on line**

Please go to your International Office and ask them to send us an e-mail about this.

### **I sent my Learning Agreement but I have not got it back yet**

It is still in process at the study programme. As soon as your Learning Agreement is signed and stamped it will be returned to you.